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Personnel 3-2

Mr. Bernard Rosen  
Director, Incentive Awards  
Civil Service Commission  
Washington, D.C.

AUG 24 1956

Dear Mr. Rosen:

Our report on the CIA Incentive Awards Program for fiscal year 1956 is submitted in accordance with your request in Departmental Circular 800, Supplement 1.

Major emphasis has been placed on reduction of the backlog of suggestions in process. Significant progress is shown by the decrease in the number of cases in process from 718 to 328, a figure which is still going down. Employee participation declined during the year. This was primarily due to the following two factors which should not hold true during the coming year:

- a. A backlog accumulated over several years had earned for our program a reputation for slow processing which lessened employee interest.
- b. Program promotion and publicity were deliberately under-emphasized to permit the Staff to concentrate on processing suggestions on a current basis.

Several changes in processing procedure which have been adopted to prevent the buildup of a new backlog are listed below.

- a. Suggestions recommended by evaluators for disapproval are circulated through Committee members as received rather than accumulating them for the monthly Committee meetings.
- b. Greater use of Thermofax and other duplicating equipment has permitted simultaneous evaluations from several offices rather than successive evaluations.

An increased campaign of promotion and publicity has been initiated. It includes:

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- a. A new Agency Regulation on the Incentive Awards Program has been written and will be published 21 August. Committee membership has been increased to provide more comprehensive representation to certain components. Responsibility for performance awards has been transferred from the Suggestion Awards Committee to the Honor Awards Board, chaired by the Director of Personnel.
- b. A four-page newspaper publicizing the Incentive Awards Program is being printed and will be distributed to all employees by early September.
- c. Award presentation ceremonies have been arranged at which senior officials present award checks to their employees in the presence of their co-workers. Frames photographs of these ceremonies are given to participants and are used in exhibits viewed by groups of employees in training.
- d. The Incentive Awards Program is being explained in training courses for supervisors and new employees.

Present law and Commission regulations regarding the program are considered adequate for our purposes.

Proposals for improving the Government-wide program are included below:

- a. More frequent meetings arranged by the Commission where Incentive Awards Staff members from various Agencies and Departments may exchange ideas and experience. Past meetings have proven very useful, but have been held too infrequently.
- b. Issuance by the Commission of more specific guidance on determining appropriate awards for suggestions with intangible benefits and on processing employee inventions.

Statistical information concerning our program is included in the attached Standard Form 69. Security obligations imposed upon CIA do not allow us to report in greater detail certain information requested in Section B of this form.

Very truly yours,

(signed) H. Gates Lloyd

H. GATES LLOYD  
Acting Deputy Director

Attachment  
Standard Form 69

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